

January 11, 2008

Dear Board or Commission Member:

Governor Napolitano's Office of Boards and Commissions is pleased to announce the Semi-Annual Public Member Service Orientation Training Session to be held:

**Friday, April 25, 2008**

9:30 A.M. to 10:00 A.M. – Registration

10:00 A.M. to 3:30 P.M. – Training Session

ADOT Development Center

1130 N. 22<sup>nd</sup> Avenue, Phoenix, AZ 85009

Topics include:

- ❖ Board and commission orientation
- ❖ Open Meeting Law training
- ❖ Public Service Orientation/Ethics Training
- ❖ Communicating with the Governor's Office, legislature, media, and state agencies

This year's agenda includes various special guests speaking on topics related to board and commission membership including:

- ❖ *Julia Z. Smock, Assistant Attorney General* –Ms. Smock is currently an Assistant Attorney General. She has extensive experience in boards and commissions from her previous work in the Licensing and Enforcement Section of the Civil Division of the Attorney General's Office.
- ❖ *Pat Dunbar, Arizona Government University* - Ms. Dunbar is the training operations administrator at Arizona Government University (AzGU). She has been involved with state government training for 27 years, starting at ASU, then at the Department of Revenue, and now at AzGU, which is the Corporate University for Arizona State Government.

**Please Note: Pursuant to A.R.S. § 38-592 all board and commission members are required to attend Public Service Orientation/Ethics Training.**

To register, complete the enclosed registration form and mail it to:

Governor's Office of Boards and Commissions

1700 West Washington

Phoenix, Arizona 85007

You may also fax the form to (602) 542-0758 or **register online via our website** at:

<http://azgovernor.gov/BC/>

All registration forms must be received by **Friday, April 4, 2008**. We recommend that you act quickly as seating is limited. Registration is free and includes a continental breakfast and a box lunch.

Yours very truly,

Dora Vasquez

Director

Governor's Office of Boards and Commissions

Enc.